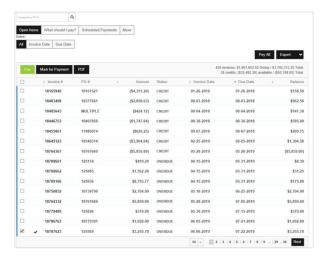# Versapay Arc Payment Portal
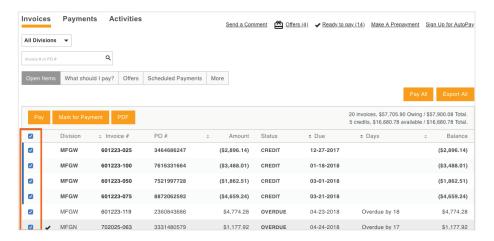
Making a Payment

You can pay a single invoice or multiple invoices with one payment.

Step one: To pay a single invoice, clock on the invoice to select it. Click the Pay button. The invoice is now check marked.
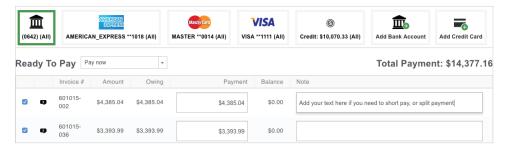

Step two: To pay multiple invoices, mark all the invoices you want to pay like step one above. If you are selecting multiple invoices on several pages, you must select the **Mark for Payment** button before moving on to the next page.
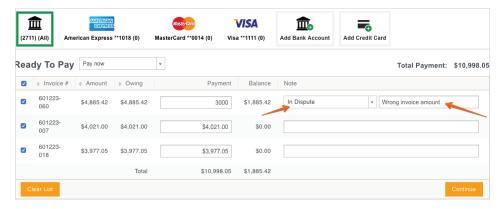

Step three: You will be taken to the checkout page

1. **Choosing a payment method**: You can choose the bank account or credit card you wish to use, be selecting it from the menu or you can add a new funding source.

2. **Short payment**: If for any reason you choose to split a payment or make a partial payment, you can change the amount in the text box provided.

3. **Note**: In the event you decide to split a payment or make a partial payment, you will be prompted to enter a note providing the reason for the short payment. You are only able to continue when a reason for the partial payment has been provided.

Step four: When you are ready to pay, click Continue at the bottom left-hand corner, and you will be directed to the payment confirmation page.

The confirmation page shows the total charge and the payment source that will be used to make the payment should you proceed. To complete payment, click Complete Payment at the bottom right-hand corner.

After the payment is complete, you will be redirected to the main page. A confirmation banner will appear showing the amount and the payment reference assigned to the transaction.